CES Referral Tracker

Follow these steps to update a client’s referral status.

Role: VI SPDAT

1. Click on Assessments
2. Select CES VI SPDAT Referral

This will take you to a screen with past and present referrals. Identify the appropriate referral and click on the blue action gear. Click ‘Edit.’
This screen lets you change the status of a referral.

Options:
1. Pending
2. Assigned
3. Unassigned
4. Placed/Housed
   1. **Be sure to go to the Case Management role to exit the VI SPDAT once the client is permanently housed.

5. Matched

If ‘Unassigned is selected, a textbox will appear. Type a reason for the unassignment.

Our mission is to eliminate homelessness through open and inclusive participation and the coordination of integrated responses.

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